**Information Technology**

**Unit 4, AO2, Outcome 2**

**Evaluate the effectiveness of the strategies used by an organisation to manage the storage, communication and disposal of data and information, and recommend improvements.**

Chapter 7, Storage, communication and disposal of data and information

**Organisational Goals and Information Systems, p 204**

1. The difference between an organisational goal and a mission statement is that a mission statement defines the organisations purpose, or what it is trying to acheive. The mission of most companies is the make a profit. A organisational goal explains how an organisation intends to go about achieving its mission. A car manufacture might identify its mission as increasing market share and the goal would include a new model of car each year.
2. An information system supports an organisational goal because when planning the system, the systems analyst will identify the systems goal. The system goal explains the specific role of the information system in achieving the organisational goal and the companies mission.

**Legal obligations of organisations and individuals, p 205**

**Privacy Act 1988**

1. The 3 main areas of the Privacy Act 1988 are:

* Safeguards relating to the collection and use of tax file numbers by federal government agencies.
* Protection of individuals’ private information stored by federal government departments
* Information about people’s credit-worthiness held by credit reporting agencies and credit providers.

1. Fig 7.3 summarises the key areas covered by the Privacy Act. Briefly indicate The obligations of the Act in relation to the acquisition, storage, communication and disposal of information are:

* Records must be stored and safeguarded against loss, unauthorised access use, modification or disclosure.
* Information may not be kept unless its relevant.
* Records must be up to date and accurate, but can be amended if they contain errors.
* Record- keepers must control records, containing personal information and make it clear what information is stored, its purpose and how people can access it.

**Privacy Amendment (Private Sector) Act 2000**

1. The act was introduced by the federal government as a modification to the existing Privacy Act to deal with public concerns about the healing and collection of data by non-government or private organisations.
2. The areas this Act deals with is that it is keen to encourage the development of electronic commerce, while protecting confidententiality of consumers and increasing public confidence in electronic transactions.
3. The impact upon the workplace of this act is that employers must have a clear policy on what activities involving data and information are allowed or banned by the organisations system, including email usage, what and how data is logged, who accesses the logs and how the organisation will monitor if employees are following the policy.

**Information Privacy Act 2000**

1. The role and scope of this legislation is to outline the privacy obligations of state government agiencies (including local councils) and contractors working for the state government.
2. This legislation differ from the Privacy Act 1988 because it is now customed to suit the Victorian public sector.
3. The penalties for breaching this Act are that compliance notices must be issued to the organisations that do not observe the provisions of the IPA. The maximum penalties for non-compliance currently range from $300 000 for organisations to $60 000 for non-corporate offences.

**Health Records Act 2001**

1. The role and scope of this legislation is to protect patients’ medical information.
2. Under circumstances can health information be provided to third parties without your consent is when it is requested by family members, in an emergency when you cannot give your consent and your life is threatened, where serious threat to public health and welfare exists, research in the public interest and as part of a legal claim.

**Copyright Act 1968**

1. Intellectual property is any product of human thought that is unique and not self-evident.
2. The Copyright Amendment (Digital Agenda) Act 2000 is designed to protect:

* Texts (like books and journal articles)
* Music (both printed and recorded)
* Videos
* Broadcasts
* Computer programs

1. The Act does not cover:

* Cover ideas
* Concepts
* Styles
* Techniques
* Information
* Names
* Titles
* Slogans
* People
* Images of people

1. The copyright applies for the life of the creator plus 70 years.
2. The copyright infringed if copyright material is used without permission, in one of the ways exclusively reserved to the copyright owner.
3. The new exemptions relating to personal use of recorded works are that consumers have the right to make copies of works they have purchased and transfer them into other formats for personal use.
4. Copyright applies to music, computer games and computer software because:

* They can copy music from cds into your own MP3 format to be used on a personal player.
* You are permitted to download music from the internet via peer-to-peer transfers, but only if you have the permission of the copyright holder.
* Software is still under copyright even if the software development company has gone out or business.

**For each breach of privacy below, suggest under which privacy law it would be covered:**

**a**) You find that your employer has published your tax file number on the Internet.

* Privacy Act 1988

**(b)** Medical records are found at the tip.

* Health Records Act 2001

**(c)** A bank refuses to give you a loan because the manager claims your credit record is poor, when it should actually be very good.

* Information Privacy Act 2000

**(d)** A consultant working for the Victorian government passes on your VCE results to a friend without your permission.

**(e)** A website you visit asks for personal information from you, but does not display its privacy policy.

* Privacy Amendment (Private Sector) Act 2000

**(f)** A friend makes a copy of a music CD for you.

* Copyright act 1968